

April 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 MAR 16-31 Manual pay & health ins. update	2 MAR 16-31 Manual pay & health ins. update	3 MAR 16-31 Manual pay & health ins. Update Last day p1's can be approved for payroll.	4
5	6 MAR 16-31 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	7 MAR 16-31 No Update	8 MAR 16-31 No Update	9 MAR 16-31 Update/ health ins	10 MAR 16-31 Update/ health ins Good Friday ½ Day Off	11
12	13 MAR 16-31 Update/ health ins. Last day p1's can be approved for supp payroll	14 MAR 16-31 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	15 MAR 16-31 No Update PAYDAY	16 APR 1-15 Manual pay & health ins. update	17 APR 1-15 Manual pay & health ins. update	18
19	20 APR 1-15 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	21 APR 1-15 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	22 APR 1-15 No Update	23 APR 1-15 No Update	24 APR 1-15 Update/ health ins.	25
26	27 APR 1-15 Update/ health ins.	28 APR 1-15 Update/ health ins. Last day p1's can be Approved for supp payroll	29 APR 1-15 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	30 APR 1-15 No Update PAYDAY		